

Information and Communication Technology

Grade 5
Second Semester
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ICT Department | Computer & Information Technology

Grade 5 Class Booklet – Second Semester

Educational Directorate: Talkha Educational Administration

School:

Student Name:

Class:

Table of Contents

Unit 3: The Digital Citizen in the World of the Internet

Lesson1: My Digital Responsibility Towards Others

Lesson2: My Journey in the World of Websites

Lesson 3: Internet Services

Lesson 4: Web Browsers

Lesson 5: My Journey in Searching for Reliable Information

Lesson 6: The Art of Communication and Interaction in the Digital World

Unit4: My Digital Project

Lesson 1: Recovering My Deleted Files

Lesson2: How We Collect and Organize Our Data?

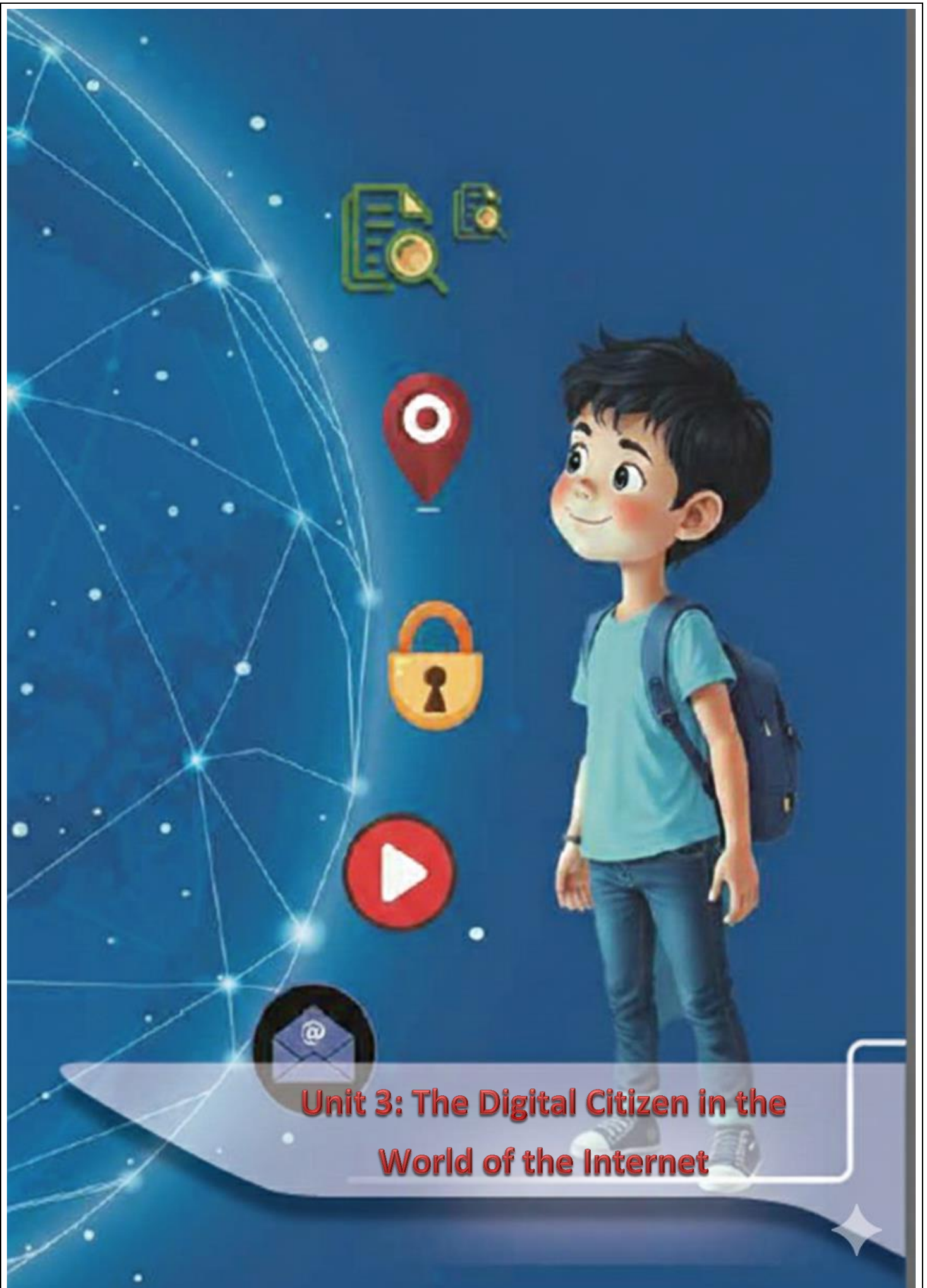
Lesson 3: How to Design a Presentation That Engages Others

Lesson4: How to prepare an outstanding presentation using PowerPoint?

Lesson 5: How to design a simple and attractive website?

Lesson6: From an Idea to a Digital Project

Project + General Revision



Unit 3: The Digital Citizen in the World of the Internet

Lesson1: My Digital Responsibility Towards Others

introduction

When we use the internet or smart devices, we must remember that we live in a digital world that connects us with others, just as the real world does. Therefore, we must be good digital citizens, respecting others and acting responsibly in everything we say or share.



1. What is Digital Citizenship?

When we use the internet or smart devices, we must remember that we live in a **digital world** that connects us with others just like the real world. To be **Good Digital Citizens**, we must respect others and act responsibly in everything we say or share.

2. Digital Responsibility Toward Others

Digital responsibility means thinking about how our actions affect the people around us. Before posting a comment, sharing a photo, or sending a message, ask yourself:

- *Does this action make others happy or does it bother them?*

The internet is a place for communication and learning, not for abuse or mockery. Therefore, we must use it with respect and politeness.



3. Rights and Responsibilities (Duties)

As a student, you must balance your rights with your duties while using the internet:

Your Digital Rights	Your Digital Responsibilities (Duties)
Protection against piracy: Your content and data should be safe.	Respecting others' privacy: Do not share others' info without permission.
Interaction: The ability to communicate with others online.	Respecting diverse sources: Give credit to the original creators of information.
Access to Information: Sharing and obtaining info easily.	Positive behavior: Acting kindly and politely in all digital interactions.
Internet Availability: Accessing the internet whenever you need it.	Safe Sharing: Ensuring that what you share is safe and secure.

4. Social Responsibility of Institutions

Social institutions like **schools** and **media** help spread digital awareness by providing guidelines on how to protect ourselves and others.

- **Fighting Misinformation:** Institutions remind us not to spread rumors or false information.
- **Positive Impact:** They encourage us to use the internet for the common good, such as helping others or participating in community projects.
- **Digital Belonging:** Using technology for beneficial work shows values of cooperation and loyalty to our society and country.

When we practice honesty, integrity, and respect, we apply true **Digital Citizenship** and help make the internet a safer place for everyone.

Practical Application:

Dear Student: Use an office program (like **Microsoft Word** or **PowerPoint**) to create an **Advertisement Poster** that includes the Rights and Responsibilities you must uphold as a digital citizen.

- **Tip:** Use the **SmartArt** or **Shapes** tools you learned about to make the poster organized and attractive!



Exercises on Lesson

Q1: Put (✓) or (X):

- 1- Digital citizenship means using the internet in an irresponsible manner. ()
- 2- We must respect the rights of others when using the internet. ()
- 3- Social responsibility does not include helping others. ()
- 4- The internet can be a tool for spreading awareness. ()
- 5- A digital citizen maintains positive behavior while communicating. ()

Q2: Choose the correct answer:

1. Digital Citizenship is defined as _____.

- a. Using technology with caution and respect.
- b. Not sharing any information.
- c. Using games only.
- d. Turning off the internet.

2. Social Responsibility is:

- a. Caring for others and the community.
- b. Working alone only.
- c. Lack of cooperation.
- d. Spreading rumors.

3. One of the correct behaviors online is:

- a. Respecting others.
- b. Mocking others.
- c. Posting photos without permission.
- d. Ignoring the rules.

4. Institutions can help the community by:

- a. Spreading awareness campaigns.
- b. Hiding information.
- c. Reducing participation.
- d. Closing websites.

5. One of the values of Digital Citizenship is:

- a. Respect and responsibility.
- b. Laziness and ignorance.
- c. Spreading rumors.
- d. Interfering in others' privacy.

Fifth Grade - Weekly Assessment and Assignments - Week (1)

Weekly assessment

First test Choose the correct answer

1-Digital citizenship is defined as...

A- Using games only

B-Use technology carefully and respectfully

C- disable the internet

d- don't share information

2-It is one of the duties of social responsibility.....

A- Not spreading rumors

B-Using the internet to spread goodness and knowledge

C- Non-cooperation

D- A and B together

Second test Choose the correct answer

1-Some common online misconceptions are.....

A- Mocking others

B-Disrespect for rules

C- Posting photos without permission

D- All of the above

2-Organizations help the community through

A-publishing awareness campaigns

B-hiding information.

C- Blocking useful websites

D- Reducing participation

Third test Choose the correct answer

1-One of the values of digital citizenship is.....

A- Mocking others

B- Laziness and negligence

C- Respect and responsibility

D- Spreading rumors

2-Good online behavior is

A- Respecting others

B-Mocking others

C- Ignoring the rules

D-posting people's photos without their permission

Classroom assessment

I used a program to create an advertising poster about the benefits of adhering to digital citizenship values

Homework Put (✓) or (X):

1-Digital citizenship means using the internet irresponsibly. ()

2-The internet can be a tool for spreading awareness. ()

Lesson2: My Journey in the World of Websites

Introduction to Websites

Dear student, websites have become an essential part of our daily lives. They help us search for information, learn, and discover the world around us. A website consists of interconnected pages containing text, images, links, and videos, which we can easily access through the internet. These components are called **Website Tools**.



Website Tools

These tools help you navigate and interact with the site:

- **Menu Bar:** Helps us move between different pages.
- **Search Box:** Makes it easy to find specific information quickly.
- **Interaction Buttons:** Enable us to share or save content that we find useful.

Examples of Safe and Reliable Websites

There are websites that provide useful and trustworthy information in various fields like science, history, and technology. **Examples include:**

- **The Egyptian Knowledge Bank (EKB)**
- **The Alexandria Digital Library**

Through these sites, we can read books, watch educational videos, and explore new topics that expand our knowledge.

Important: Before using any site, make sure it is **safe and reliable**. Trustworthy sites usually belong to well-known organizations, provide accurate information, and do not spread false or misleading news. You can verify this by checking the website's address (URL) and the source of the information.

Features of a Good Website

- **Organized and Easy to Use:** It should have an attractive design that helps visitors find what they need without difficulty.
- **Clear Content:** Information should be arranged and written in simple, clear language.
- **Creation Tools:** Anyone can try creating a simple website using digital tools like **Google Sites** or **WordPress** to showcase a school project or an idea.

By designing useful and clear content, we apply values of **belonging, cooperation, and accuracy** in our digital environment.

Practical Application:

Dear Student: Visit the "**Bibliotheca Alexandrina**" (**Alexandria Library**) website, then write a topic in bullet points describing the most important features of the website's interface.

Exercises on Lesson

Q1: Put (✓) or (X):

- 1- Information websites aim only at entertainment. ()
- 2- The Egyptian Knowledge Bank (EKB) is a reliable website. ()
- 2- Websites can only be created using complex software. ()
- 4- Good design makes the website easy to use. ()
- 5- Information must be verified for accuracy before use. ()

Q2: Choose the correct answer:

1. An example of information websites is:

- | | |
|--------------------------------------|-------------|
| a. The Egyptian Knowledge Bank (EKB) | b. YouTube |
| c. Twitter | d. Facebook |

2. You must ensure that the website is:

- | | |
|----------------------|---------------------|
| a. Reliable and safe | b. Unknown |
| c. Without content | d. Difficult to use |

3. Good design helps with:

- | | |
|------------------------------|---------------------------|
| a. Ease of use | b. Difficulty in browsing |
| c. Increasing advertisements | d. Hiding information |

4. You can create a website using:

- | | |
|---------------|--------------|
| a. PowerPoint | b. WordPress |
| c. Paint | d. Excel |

5. The content must be:

- | | |
|---------------------|---------------------------|
| a. Clear and useful | b. Vague |
| c. Very long | d. Irrelevant to the idea |

Fifth Grade - Weekly Assessment and Assignments - Week (2)

Weekly assessment

Test

1-

2-

Class evaluation

Homework

1-

2-

Lesson 3: Internet Services



introduction

Dear student, the internet is one of the most important tools of the modern era, offering us different types of websites. Some are **Commercial Websites** aimed at selling and profit, while others are **Non-Commercial Websites** aimed at spreading knowledge and exchanging information.

1. Commercial Websites

Commercial websites include those used for buying and selling operations online, such as online stores where we buy clothes, tools, or toys. They also include digital advertisements used to promote products and attract consumers.

- These sites save us time and effort but require awareness and caution during use.

2. Non-Commercial Websites

Non-commercial websites are those that provide a public benefit without a profit motive, such as educational sites, digital libraries, and e-learning platforms.

- Through these sites, we can read books, watch lessons, and acquire new skills for free.

Consumer Awareness and Advertisements

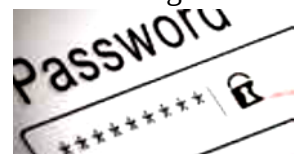
Dear student, it is important to be a **conscious User** when dealing with online advertisements. Some ads may be misleading or dishonest, showing products at tempting prices or making false promises to grab attention.

- Always think carefully before clicking on any advertisement or entering your data into any website.

3. Guidelines for Safe Online Shopping

To maintain our digital security while shopping online:

1. **Protect your Data:** Do not share passwords or personal information (like card numbers or addresses) except on trusted websites.
2. **Seek Help:** You can ask for assistance from one of your parents.
3. **Verify Security:** Check for the **Padlock icon**  next to the website address, or ensure the URL starts with **https**, which indicates the site uses a data protection system.
4. **Smart Shopping:** Online shopping is useful for convenience and variety, but it becomes dangerous if we don't follow safe behaviors, such as **reading reviews**, choosing well-known sites, and not disclosing personal data to untrusted parties.



Conclusion

When we use the internet with a conscious mind and responsible behavior, we protect ourselves from risks and benefit from technology safely. This makes us mature and responsible digital citizens.

Practical Application:

Dear Student: List as many trusted **Commercial** and **Non-Commercial** websites as you can that you can deal with on the internet (you may ask your teacher for help).

Exercises on Lesson

Q1: Put (✓) or (X):

- 1- Commercial services aim only to spread awareness. ()
- 2- Educational websites are non-commercial. ()
- 3- Online advertisements are always correct. ()
- 4- Personal data must be protected when purchasing. ()
- 5- Safe shopping means being cautious of suspicious websites. ()

Q2: Choose the correct answer:

1- An example of commercial websites is:

- | | |
|--------------|--------------------------------------|
| a. Amazon | b. The Egyptian Knowledge Bank (EKB) |
| c. Wikipedia | d. YouTube |

2. An example of non-commercial websites is:

- | | |
|--------------------------------------|---------------------------|
| a. The Egyptian Knowledge Bank (EKB) | b. A shopping website |
| c. An online store | d. An advertising website |

3. False advertisements may:

- | | |
|---------------------|-------------------|
| a. Deceive the user | b. Always be safe |
| c. Increase trust | d. Grant prizes |

4. One of the safety rules on the internet is:

- | | |
|------------------------------------|-------------------------------------|
| a. Not sharing personal data | b. Writing your password everywhere |
| c. Clicking on every advertisement | d. Downloading unknown files |

5. Safe shopping means:

- | | |
|---------------------------|-------------------------------------|
| a. Using trusted websites | b. Giving data to any website |
| c. Opening strange links | d. Posting account details publicly |

Fifth Grade - Weekly Assessment and Assignments - Week (3)

Weekly assessment

Test

1-

2-

Class evaluation

Homework

1-

2-

Lesson 4: Web Browsers



Dear student, in previous lessons, we studied the importance of websites and the services they provide. But have you ever wondered how to interact with these services using a web browser? There are many browsers you can use, such as **Google Chrome**, **Microsoft Edge**, and others.



1. Microsoft Edge

Microsoft Edge is a web browser that helps you browse websites easily due to its unique features:

- **Compatibility:** It is designed to work perfectly with the **Windows** operating system.
- **Speed:** It features **Startup Boost** for faster launching.
- **Security:** It provides high levels of **Security and Privacy**.

2. Collections in Microsoft Edge

You can ask your teacher to help you download the program and start a **Collection** in Microsoft Edge via this link: <https://www.microsoft.com/en-us/edge/download>.



3. Steps to Create a Collection

To organize your research or favorite pages, follow these steps:

1. **Select Collections:** Locate the Collections icon on the toolbar.
2. **Start a New Collection:** Choose the "Start a New Collection" option.
3. **Name your Collection:** Type a title for your collection inside the box.
4. **Add Content:**
 - Choose "Add current page" to save the website you are visiting.
 - **Drag and drop** images directly into the collection.
 - **Highlight and drag** specific text or links into the collection.



Practical Application:

Dear Student: Create a simple presentation about the most important browsers that can be used while browsing internet websites.

Exercises on Lesson

Q1: Put (✓) or (X):

1. A web browser is a program or application that helps you browse websites. ()
2. Microsoft Edge browser cannot be used on the Windows operating system. ()
3. Security and privacy are features of the Microsoft Edge browser. ()
4. It is not possible to create collections within the browser. ()
5. You can add the current page to a collection in Microsoft Edge. ()

Q2: Choose the correct answer:

1- A web browser is:

- a. A program for browsing websites
- b. A tool for designing images
- c. An electronic game
- d. An audio program

2. An example of web browsers is:

- a. Google Chrome
- b. Excel
- c. PowerPoint
- d. Paint

3. Features of Microsoft Edge include:

- a. Security, privacy, and startup speed
- b. Difficulty of use
- c. Slow loading speed
- d. Incompatibility with Windows

4. One of the Microsoft Edge tools that helps organize pages is:

- a. Collections
- b. Recycle Bin
- c. Print List
- d. Search Engine

5. To add the current page to a new collection in Microsoft Edge, we choose:

- a. Add current page
- b. Delete history
- c. Close window
- d. New tab only

Fifth Grade - Weekly Assessment and Assignments - Week (4)

Weekly assessment

Test

1-

2-

Class evaluation

Homework

1-

2-

Lesson 5: My Journey in Searching for Reliable Information



Introduction

The internet today has become a massive library containing millions of pages that offer us information in various fields; however, not all of this information is accurate or precise. Therefore, we must learn how to search intelligently and choose reliable sources that we can depend on.

1. Digital Sources

There are many types of digital sources on the internet, including educational websites, digital libraries, general encyclopedias, and scientific articles. Examples of these sites include:

- **The Egyptian Knowledge Bank (EKB).**
- **Alexandria Digital Library**, where we can find useful and reliable information.

2. Considerations for Choosing Reliable Sources

When selecting a source from the internet, we must notice several important factors that help us determine the reliability of the information:

- **The name of the author** or the organization that published the content.
- **The publication date** or the date the website was last updated.
- **The absence of spelling errors** or illogical information.
- **The clarity and organization** of how the information is presented.

3. Unofficial Websites

- **Unknown or unofficial sites** may contain false news or incorrect information; therefore, we should not rely on them without verifying their accuracy.
- It is always best to **compare information from multiple sources** to verify its precision and ensure we are using correct data.
- **Search engines** like **Google** help us access the information we need quickly, but we must use precise keywords and prioritize results from educational or official websites.

Intellectual Property and Responsibility

Dear student:

- When preparing a project or a digital presentation, you must list the names of the sources you used at the end. This demonstrates respect for the rights of others, known as **respecting intellectual property**.
- When you search carefully and choose reliable sources, you are using technology wisely and becoming a **responsible digital researcher** who values information and spreads knowledge in a beneficial and safe way.

Exercises on Lesson

Q1: Put (✓) or (X):

1. Any website can be relied upon without examination. ()
2. A good source mentions the author of the content. ()
3. The publication date must be ignored. ()
4. Comparing sources helps in ensuring accuracy. ()
5. Mentioning the source in your project is a form of respecting others' rights. ()

Q2: Choose the correct answer:

1. An example of reliable websites is:

- a. The Knowledge Bank
- b. An unknown website
- c. An unofficial page
- d. An unknown blog

2. A good source must contain:

- a. The author's name
- b. Random numbers
- c. Many pictures only
- d. Advertisements

3. One of the ways to verify information is:

- a. Comparing more than one website
- b. Reading only one title
- c. Ignoring sources
- d. Copying texts without review

4. Search engines like Google help in:

- a. Accessing correct information
- b. Misleading the user
- c. Deleting content
- d. Hiding results

5. When writing research, you must:

- a. Mention the sources used
- b. Hide the source
- c. Delete references
- d. Ignore information

Fifth Grade - Weekly Assessment and Assignments - Week (5)

Weekly assessment

Test

1-

2-

Class evaluation

Homework

1-

2-

Lesson 6: The Art of Communication and Interaction in the Digital World



Introduction

Communication is one of the most important skills we need in our daily lives, whether at school, work, or online. With the advancement of technology, we now have various methods of digital communication; some happen at the same time, while others happen at different times.

1. Synchronous Communication

Communication that takes place at the same moment is called **Synchronous Communication**. Examples include:

- **Voice calls.**
- **Video calls.**
- **Instant chatting**, where people talk directly and exchange responses at the same time.



2. Asynchronous Communication

Asynchronous Communication occurs when someone sends a message or an email, and the other party responds at a later time. Examples include:

- **Email.**
- **Educational forums.**
- This type of communication gives us time to reflect and respond calmly.



Choosing the Right Method

Both types are important, and we must choose the appropriate communication tool based on the situation:

- **Synchronous:** Use this when a quick discussion or direct teamwork is needed.
- **Asynchronous:** Use this if the topic requires review and reflection or does not require an immediate response.

3. Ethics of Online Communication

- **Politeness:** It is important to commit to online communication ethics by speaking kindly, using polite words, and respecting others' opinions.
- **Avoid Spamming:** We should not send excessive or repetitive messages that might annoy others.
- **Appropriate Content:** Do not use symbols or images in an inappropriate manner.
- **Collaboration:** Good communication helps build positive relationships with colleagues and facilitates digital cooperation in joint projects. By speaking with respect, we become a successful team that completes work quickly and with a positive spirit.

Dear Student: When you use digital communication tools responsibly and politely, you apply the values of digital cooperation that make our digital environment safer and more respectful for everyone.

Practical Application:

Dear Student: Use one of the synchronous or asynchronous communication tools available within the school—you may ask your teacher for help.

Exercises on Lesson

Q1: Put (✓) or (X):

- 1- Synchronous communication means communicating at different times. ()
- 2- Email is an example of asynchronous communication. ()
- 3- Using polite words is part of communication etiquette. ()
- 4- You should send many messages to show activity. ()
- 5- Good communication helps with collaboration. ()

Q2: Choose the correct answer:

1. An example of synchronous communication is:

- a. Video call
- b. Email
- c. Delayed messages
- d. Paper notes

2. An example of asynchronous communication is:

- a. Email
- b. Live chat
- c. Phone call
- d. Live conference

3. Communication etiquette includes:

- a. Respecting others
- b. Mocking them
- c. Sending offensive messages
- d. Ignoring responses

4. The communication method should be chosen based on:

- a. The situation and time
- b. Randomness
- c. Chance only
- d. Personal desire only

5. Good communication leads to:

- a. Better collaboration
- b. Misunderstanding
- c. Loss of connection
- d. Permanent problems

Fifth Grade - Weekly Assessment and Assignments - Week (6)

Weekly assessment

Test

1-

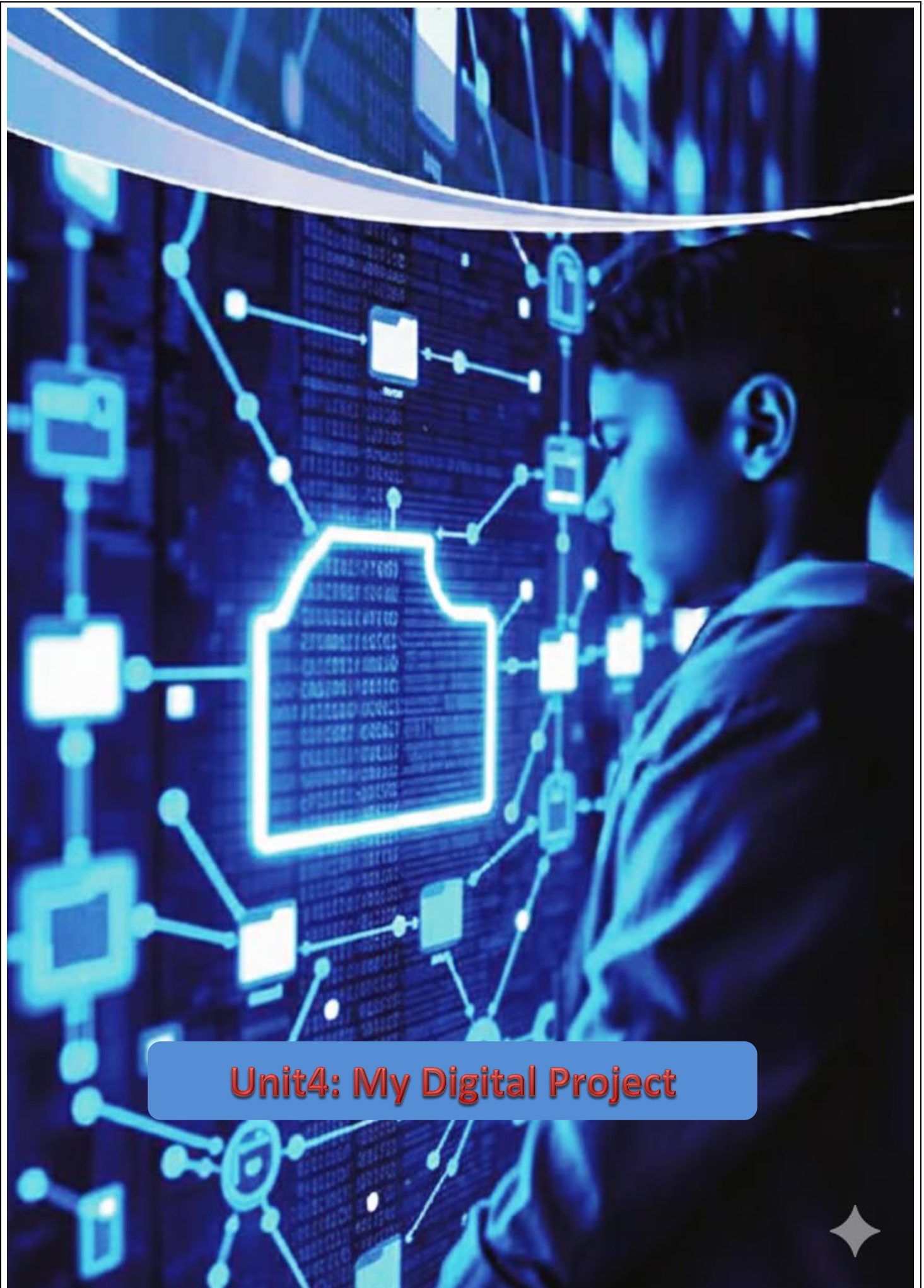
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Class evaluation

Homework

1-

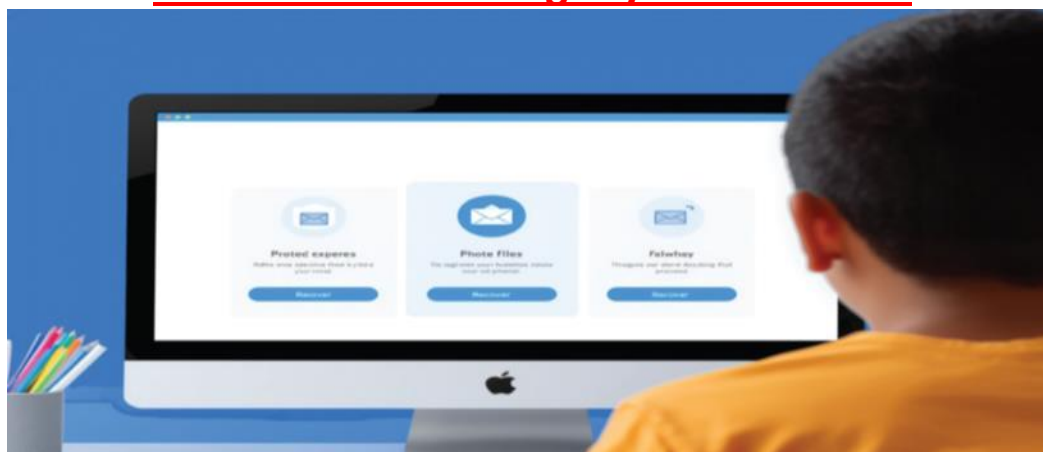
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Unit4: My Digital Project



Lesson 1: Recovering My Deleted Files



Introduction

Dear student, have you ever thought about recovering a deleted file on your computer or from your email? What did you do? In this lesson, we will learn how to recover deleted files from your device or email and how to use software that helps you do so.

1. Recovering Files from a Computer

There are many ways to help you restore deleted files on your device. We will learn some of these methods:

A. Restoring a Deleted File from the Recycle Bin This is the first and easiest step. It works if you have not emptied the Recycle Bin or permanently deleted the file using **Shift + Delete**.

- Open the **Recycle Bin** icon on your desktop.
- Search for the file or folder you wish to recover.
- Right-click on the file, then choose **Restore**.
- The file will be immediately moved back to its original location on the computer.

B. Advanced Recovery Using External Software If the previous methods fail (the file was permanently deleted or the disk was formatted), specialized data recovery software must be used.

Important: You must immediately stop using the disk or storage unit from which you lost the files to avoid overwriting their data.

2. General Steps for File Recovery Programs

- **Choose a data recovery program:** Programs like **Recuva** (free and easy) or **Disk Drill**.
- **Download and install the program:** Install it on a disk different from the one you want to recover files from. For example, if you lost files from **Drive C**, install the program on **Drive D** or an external disk.
- **Select the location:** In the program interface, choose the storage unit (Hard Drive C or D, USB drive, or Recycle Bin) where the files were lost.
- **Start Scanning:** Begin the search process. It is preferable to use the **Deep Scan** option, even if it takes longer, because it finds files deleted a long time ago.
- **Preview and Recover:** After the scan finishes, the program will display a list of recoverable files, often indicating the file's condition (e.g., Good or Poor).
- **Preview files:** Check photos or documents before recovery to ensure they are intact.
- **Select files:** Mark the required files, then click **Recover**.
- **Saving location:** Choose a new saving location for the recovered files, preferably on a different disk from the one they were recovered from.

Practical Application:

Dear Student: Delete a file, then try to recover it again on your device. You may ask your teacher for help in choosing the file.

Exercises on Lesson

Q1: Put (✓) or (X):

- 1- Permanently deleted files can be recovered without using any external software. ()
- 2- You must stop using the disk from which files were deleted before attempting to recover them. ()
- 3- Recuva is considered one of the free programs for recovering deleted files. ()
- 4- It is preferable to install the recovery program on the same disk from which the files were deleted. ()
- 5- The Deep Scan option helps in finding files that were deleted a long time ago. ()

Q2: Choose the correct answer:

1-The first step to recover a deleted file from the computer is:

- a. Installing a file recovery program.
- b. Searching the internet.
- c. Opening the Recycle Bin and restoring the file.
- d. Restarting the device.

2. In case a file is permanently deleted using (Shift + Delete), the best solution is:

- a. Searching the Recycle Bin.
- b. Using data recovery software.
- c. Renaming the file.
- d. Copying other files in its place.

3. When installing a recovery program, it is preferable to install it on:

- a. The same disk from which the files were lost.
- b. A different or external disk.
- c. A mobile phone.
- d. The Recycle Bin.

5. The function of the (Deep Scan) option in recovery programs is:

- a. Deleting files permanently.
- b. Speeding up the search only.
- c. Finding old deleted files.
- d. Reducing the file size.

5. When recovering files, it is preferable to save them in:

- a. The same disk from which they were lost.
- b. The main system folder.
- c. A different disk.
- d. On the desktop.

Fifth Grade - Weekly Assessment and Assignments - Week (7)

Weekly assessment

Test

1-

2-

Class evaluation

Homework

1-

2-

Lesson2: How We Collect and Organize Our Data?



Introduction

Data is a set of raw information that we use to understand a specific topic or to answer a question. For example, if we want to know the favorite fruit of our classmates, we need to collect data from the students to learn their opinions.

1. Data Collection Methods

- We can collect data in different ways, such as **asking questions**, **direct observation**, or **referring to books and websites**.
- It is important to choose the appropriate method based on the type of information we are looking for.
- After collecting data, we need to organize it clearly to make it easy to understand.
- The best ways to display data are **Tables** (which place numbers or results in rows and columns) and **Graphs** (which show results visually in an attractive and easy-to-read format).



2. Microsoft Excel

- It is an excellent tool that helps us organize data quickly. We can enter numbers, design tables, and create graphs with just a few clicks.
- This program makes presenting information more accurate and attractive.
- **Important:** Before presenting data, we must ensure its validity and accuracy. If the data is incorrect or taken from unreliable sources, the results will also be wrong.
- We should always review sources and ensure the information is up-to-date and correct.
- To make the data presentation engaging, use **colors**, **headings**, and **labels** to help the reader notice the differences between different parts of the table or graph.



Practical Application:

Dear Student: Enter the following data into **Microsoft Excel**, then display it using one of the chart/graph types:

Exercises on Lesson

Q1: Put (✓) or (X):

- 1- Data is ready-made final results. ()
- 2- Data can be collected from more than one source. ()
- 3- Microsoft Excel cannot be used to display information. ()
- 4- Organization helps in understanding data. ()
- 5- Data accuracy must be verified before presenting it. ()

Q2: Choose the correct answer:

1. Data is defined as:

- a. Raw information.
- b. Final results.
- c. Random numbers.
- d. Images only.

2. One of the tools for displaying data is:

- a. Tables and graphs.
- b. Drawing notebook.
- c. Numbers only.
- d. Comic strips.

3. One of the programs used to display data is:

- a. Excel
- b. Email
- c. Paint
- d. PowerPoint only

4. It must be ensured that data is:

- a. Correct and accurate.
- b. From an unknown source.
- c. Incomplete.
- d. Outdated.

5. A good presentation makes information:

- a. Clear and understandable.
- b. Vague.
- c. Boring.
- d. Disorganized.

Fifth Grade - Weekly Assessment and Assignments - Week (8)

Weekly assessment

Test

1-

2-

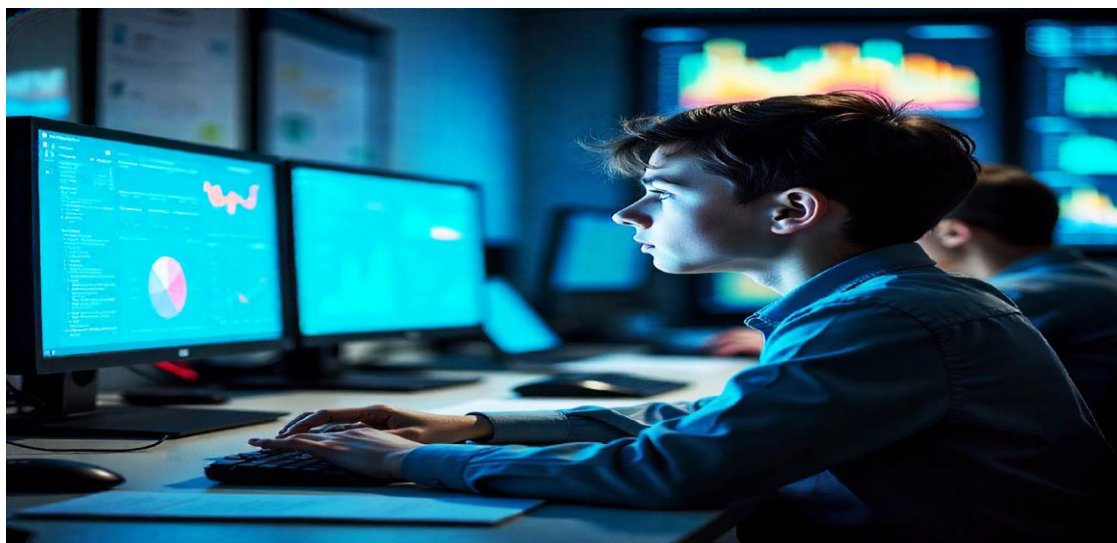
Class evaluation

Homework

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Lesson 3: How to Design a Presentation That Engages Others



Introduction

When we want to present an idea or a project to others, it is not enough to just write down information. We must present it in an attractive and clear way that helps the viewer understand and enjoy it at the same time. This is where **Multimedia**—such as images, colors, sounds, and video clips—plays a vital role.

1. Multimedia



Multimedia is a set of tools that make a presentation more lively and interactive.

- When a viewer sees an image illustrating an idea or hears a suitable sound, understanding becomes easier, and the presentation stays in their memory longer.
- **Microsoft PowerPoint** is an excellent tool for preparing presentations. It allows us to create slides containing text, images, shapes, and animations.
- **Additional Tools:**
 - **WordArt:** To add text in beautiful, artistic shapes.
 - **Movie Maker:** To create short video clips that support the presentation.



2. Requirements for Attractive Presentations

For a presentation to be successful, it should follow these standards:

- **Simplicity:** Slides should be short and clear, with each slide containing only one main idea.
- **Design:** Using consistent colors and clear fonts makes the presentation easy on the eyes and helps with focus.
- **Logical Sequence:** Arrange slides logically: start with an **Introduction**, present information **step-by-step**, and conclude with **Results or Recommendations**.
- **Audio & Video:** Choose them carefully so they support the idea rather than distract attention. A calm melody or relevant sound can make the presentation more impactful.

The Goal: Any presentation should be both useful and enjoyable, delivering the idea clearly while keeping the audience excited to listen and participate.



Practical Application:

Dear Student: Design a presentation about **Tourist Attractions in Egypt** (e.g., The Grand Museum, The Pyramids, etc.) using images from the internet.

Exercises on Lesson

Q1: Put (✓) or (X):

- 1- A good presentation does not need order or sequence. ()
- 2- Images and videos can be used to attract attention. ()
- 3- Long slides are better for presentations. ()
- 4- PowerPoint is one of the presentation programs. ()
- 5- Colors help in understanding. ()

Q2: Choose the correct answer:

1- One of the tools that helps display information in an interesting and attractive way is:

- a. PowerPoint.
- b. Paint only.
- c. The browser.
- d. Email.

2. To make the presentation attractive, we use:

- a. Images and colors.
- b. Too much text.
- c. Long pages.
- d. Small fonts.

3. Slides should be:

- a. Short and clear.
- b. Crowded with words.
- c. Full of numbers.
- d. Without order.

4. Video in a presentation helps to:

- a. Attract attention.
- b. Distract the student.
- c. Cancel the idea.
- d. Only make the time longer.

5. A good presentation makes the idea:

- a. Easy to understand.
- b. Vague. c. Difficult.
- d. Boring.

Fifth Grade - Weekly Assessment and Assignments - Week (9)

Weekly assessment

Test

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Class evaluation

Homework

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Lesson4: How to prepare an outstanding presentation using PowerPoint?

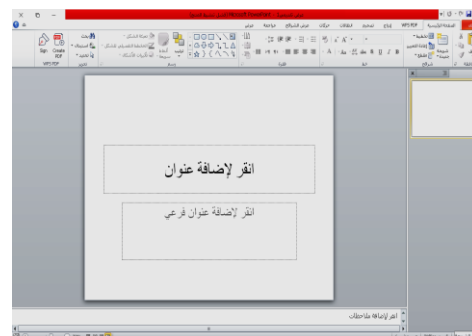
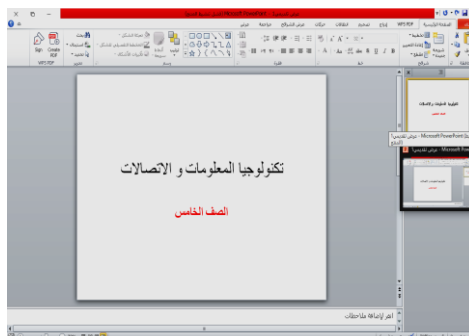
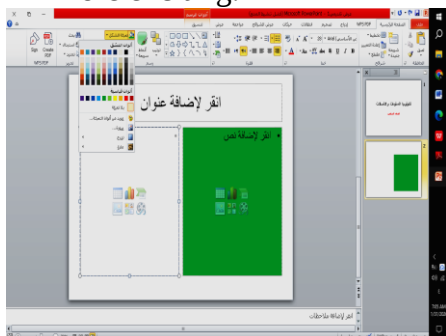


Introduction

A presentation is a beautiful and easy way to explain an idea or a topic to others using a computer. It helps us organize our ideas and clarify them using audio and visuals, making it easy for the audience to understand and enjoy.

1. PowerPoint Program

- **PowerPoint** is one of the most famous programs used for preparing presentations. It allows us to create slides where we write information and add images, graphics, and sounds to make the presentation clearer and more attractive.
- **Design Tips:**
 - Choose **consistent colors** that do not strain the eyes.
 - Use a **clear and large font** so everyone can read easily.
 - **Do not crowd the slide** with words; write only the most important points to keep it brief and focused.
- **Multimedia:** Using images and videos can explain an idea faster than words and make the presentation more exciting.



2. Structuring a Good Presentation

It is best to organize your presentation in a logical order:

1. **The Introduction:** Introduce your topic and explain the general idea.
2. **The Main Content:** Mention the important information, data, or steps.
3. **The Conclusion:** Summarize what was presented and provide a final result or recommendation.

3. Presentation Delivery Skills

- **Practice:** Before presenting to others, it is important to practice speaking with confidence. You can practice in front of your classmates or a mirror to get used to your posture and tone of voice. Self-confidence makes the presentation more impactful and persuasive.
- **Review:** Do not forget to review the presentation before delivering it to ensure there are no linguistic or technical errors and that every slide is well-organized. Reviewing reflects your care and accuracy in your work.

By following these steps, you can deliver an enjoyable and clear presentation that expresses your ideas with confidence and professionalism.

Practical Application:

Dear Student: Design a presentation on one of the following topics, applying the ideas you learned in this lesson:

1. Rationalizing Water Consumption.
2. Population Increase.
3. Combating Rumors.

Exercises on Lesson

Q1: Put (✓) or (X):

- 1- A presentation aims only at playing. ()
- 2- The font in the slides must be clear. ()
- 3- There is no need to practice before the presentation. ()
- 4- Images help in clarifying the idea. ()
- 5- It is important to review the presentation before delivering it. ()

Q2: Choose the correct answer:

1. One of the presentation programs is:

- a. PowerPoint.
- b. Paint.
- c. Notepad.
- d. The Internet.

2. An effective presentation relies on:

- a. Organization and confidence.
- b. Randomness.
- c. Excessive speed.
- d. Deleting images.

3. The best way to start a presentation is with:

- a. A simple introduction.
- b. Jumping to the end.
- c. Ignoring the title.
- d. Displaying images only.

4. The presentation must be reviewed:

- a. Before delivering it.
- b. Only after the presentation.
- c. While speaking.
- d. There is no need for that.

5. Multimedia helps in:

- a. Clarifying the idea.
- b. Confusing the student.
- c. Deleting texts.
- d. Reducing focus.

Fifth Grade - Weekly Assessment and Assignments - Week (10)

Weekly assessment

Test

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Class evaluation

Homework

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Lesson 5: How to design a simple and attractive website?



. What is a Web Page?

A **Web Page** is the place we see when we visit a website on the internet.



- It consists of **text, images, and links** that help the visitor read and move from one page to another easily.
- Every website contains many pages, and each page presents specific content or a certain idea.

2. HTML Language

To design a web page, we use a special language called **HTML** (HyperText Markup Language). It is the basic language used to write and build websites. Through HTML, we can:

- Define **headings**.
- Write **paragraphs**.
- Insert **images**.
- Add **links** that take us to other pages.



3. Principles of Good Web Design

- **Simplicity:** Keep the design simple and easy to use so the visitor doesn't feel confused.
- **Clear Headings:** Place a clear title at the top that reflects the page content.
- **Visuals:** Use appropriate images that support the idea you are presenting.
- **Colors:** Use consistent and comfortable colors; avoid colors that are annoying to the eye.
- **Link Integrity:** Ensure all links work correctly. A broken link frustrates visitors and makes them leave the site quickly.
- **Purpose:** You can create a simple page to present a story you wrote, a school project, or even a personal biography.

Final Note: After finishing the design, review and test the page as if you were a visitor. A good design isn't just about beauty; it's about being **useful and easy to navigate**, making users want to return.

Practical Application:

Dear Student: Use the internet to write some **HTML coding tags** that you can use when creating a simple web page.

Exercises on Lesson

Q1: Put (✓) or (X):

- 1- A web page contains only text. ()
- 2- HTML is one of the website design languages. ()
- 3- A good web page is difficult to use. ()
- 4- Colors help in making the page attractive. ()
- 5- Links must be verified before publishing. ()

Q2: Choose the correct answer:

1. A web page consists of:

- a. Text, images, and links.
- b. Images only.
- c. Text only.
- d. Video only.

2. One of the website design languages is:

- a. HTML
- b. Paint
- c. PowerPoint
- d. Excel

3. A web page should be:

- a. Easy to use.
- b. Full of advertisements.
- c. Crowded with text.
- d. Vague.

4. Consistent colors make a page:

- a. Beautiful.
- b. Disorganized.
- c. Slow.
- d. Difficult to read.

5. Links must be:

- a. Effective and correct.
- b. Numerous and random.
- c. Repetitive.
- d. Unimportant.

Fifth Grade - Weekly Assessment and Assignments - Week (11)

Weekly assessment

Test

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Class evaluation

Homework

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Lesson6: From an Idea to a Digital Project



1. The Starting Idea

When we want to execute a simple digital project, we always start with a clear idea.

- **The Idea:** This is what we want to present—such as a small website about animals, a digital presentation on garden plants, or a short video explaining a school activity.
- **The Action Plan:** After defining the idea, we create a simple plan outlining the steps. We write down what needs to be done, who will do it, and the deadline for each step. This plan helps the team work in an organized way without conflicts.

2. Collecting Digital Resources

We need to gather the necessary digital resources, such as:

- **Hardware:** Computers or tablets.
- **Software:** Programs like **Word** and **PowerPoint**.
- **Media:** Images or audio files.
- **Connectivity:** Internet access for research or sharing.



3. Project Needs Analysis

An essential part of preparation is analyzing what the project requires. We decide:

- What type of **data** we need (text, images, numbers).
- Which **tools** will help us organize and display it. This analysis makes implementation easier and reduces surprises during work.

4. Distribution of Roles

Roles are assigned within the team to ensure everyone has a clear task:

- **Researcher:** Searches for information.
- **Writer:** Drafts the text.
- **Designer:** Prepares the images and layout.
- **Presenter:** Displays the final project. Teamwork means everyone completes one another, leading to faster and better results.

5. Project Timeline

It is vital to set a specific time for each task (e.g., one day for research, two days for design, one day for reviewing). Organizing time helps us finish on schedule and teaches commitment.

Final Steps:

1. **Step-by-Step Implementation:** Work according to the plan.
2. **Review:** Check the progress along the way.
3. **Presentation:** Share the project with others and take their feedback for improvement.

Practical Application:

Dear Student: Your computer teacher asked you to think of a digital project to **protect personal data** (on a computer or a social media account).

Think about the following:

1. **Form a team:** Choose your classmates for the task.
2. **Project Idea:** Write down the steps of your project idea.
3. **Task Allocation:** Assign a specific role to each member of your team.

Exercises on Lesson

Q1: Put (✓) or (X):

- 1- A project can be executed without defining an idea. ()
- 2- It is important to prepare a plan for the project. ()
- 3- There is no need to distribute tasks among the team. ()
- 4- Necessary tools must be identified before starting. ()
- 5- Cooperation helps in the success of the project. ()

Q2: Choose the correct answer:

1. The first step in a project is:

- a. Defining the idea.
- b. Executing the result.
- c. Printing the report.
- d. Saving files only.

2. Among the tools we might need to prepare a digital project:

- a. Computer and Internet.
- b. School bag.
- c. Arabic language book.
- d. Football.

3. Characteristics of a successful team include:

- a. Cooperation and organization.
- b. Selfishness and chaos.
- c. Ignoring tasks.
- d. Lack of planning.

4. A good plan clarifies:

- a. Tasks and time.
- b. Only the number of pages.
- c. The type of paper used.
- d. Nothing specific.

5. After collecting information, we begin:

- a. Executing the project.
- b. Deleting data.
- c. Ending the work immediately.
- d. Restarting the idea from the beginning.

Fifth Grade - Weekly Assessment and Assignments - Week (12)

Weekly assessment

Test

1-

2-

Class evaluation

Homework

1-

2-

Fifth Grade - Weekly Assessment and Assignments - Week (13)

Weekly assessment

Test

1-

2-

Class evaluation

Homework

1-

2-

Fifth Grade - Weekly Assessment and Assignments - Week (14)

Weekly assessment

Test

1-

2-

Class evaluation

Homework

1-

2-